

SAN ANTONIO CONVENTION FACILITIES **RENTAL RATES**

Class III Non-commercial meetings and conventions.

All rates, unless otherwise specified, are on a per day basis. All Convention Facilities contracts will have a minimal rental charge of \$300.00.

A “rental day” is defined by the San Antonio Convention Facility as beginning at 6:00 am and ending 12:00 midnight. Additional charges of \$300.00 per hour or any portion of an hour on events going past 12:00 midnight, with prior approval by Director of Convention Facilities or his representative.

Move-in or move-out between 12:00 midnight – 6:00 am is \$100.00 per hour or any portion of an hour, with prior approval by Director of Convention Facilities.

MUNICIPAL AUDITORIUM **(Rental includes Lower Level and Wing Rooms upon availability.)**

Class III

- A. First Floor**
\$1,500.00 per day.
- B. Entire Facility**
\$2,000.00 per day.
- C.** Move-in, move-out or rehearsal days \$600.00 per day (6:00 am-12:00 midnight, move-in or move-out between 12:00 midnight - 6:00 am is \$100.00 per hour or any portion of an hour.
- D. Lower Level only:** \$900.00 per day (move-in or move-out days are 1/2 rate). Includes tables, chairs & risers.

When used for exhibit space, rate is \$.15 per net sq. ft. per day, when Lower Level is utilized exclusively.

- E.** East and West Wing Rooms: \$200.00 each per day.

Clean-up rate for all event classes when utilized as exhibit space:

Lower Level	\$ 250.00
Wing Rooms	\$ 50.00 each

LILA COCKRELL THEATRE

Class III

- A. First Floor:** 6:00 am to 4:00 p.m. \$ 900.00
6:00 am to 12:00 midnight \$1,500.00
- B. Entire Theatre:** 6:00 am to 4:00 p.m. \$1,200.00
6:00 am to 12:00 midnight \$1,800.00
- C.** Move-in, move-out or rehearsal days - \$600.00 per day (6:00 am -12:00 midnight), move-in or move-out between 12:00 midnight - 6:00 am is \$100.00 per hour or any portion of an hour.

GALLERY

Class III \$800.00 per day.

All move-in and move-out days are charged at 1/2 the listed daily rental rate. Rental does not include the set-up or use of any Convention Center equipment, other than tables and chairs needed for food service

When used with Exhibit Hall A for exhibit space, rate is \$.15 per net sq. ft. per day. When used with Exhibit Hall A for registration or other event-related activity, there is no charge.

Clean up rate (Unless utilized with Exhibit Hall A):..... \$ 250.00

EXHIBIT HALL A

Class III \$.15 per net square foot per day for exhibit space.

Full Hall: minimum \$4,500.00/day maximum \$ 9,000.00/day
Half Hall: minimum \$3,000.00/day maximum \$ 6,250.00/day

Clean-up rate for all event classes: Full Hall:\$700.00
Half Hall:\$500.00

EXHIBIT HALL B

Class III \$.15 per net square foot per day for exhibit space.

Full Hall: minimum.....\$3,500.00/day....maximum \$6,500.00/day
Half Hall: minimum.....\$2,400.00/day....maximum \$4,500.00/day

Clean-up rate for all events classes: Full Hall:.....\$700.00
Half Hall:.....\$500.00

BRIDGE HALL

Class III \$.15 per net square foot per day for exhibit space.

minimum.....\$800.00/day maximum \$1,400.00/day

Clean-up rate for all event classes: \$250.00

EXHIBIT HALL C

Class III \$.15 per net square foot per day for exhibit space.

Full Hall: minimum \$6,000.00/day maximum \$12,000.00/day

Half Hall: minimum \$4,500.00/day maximum \$ 9,000.00/day

Clean-up rate for all event classes: Full Hall:\$700.00

Half Hall: \$500.00

EXHIBIT HALL D

Class III \$.15 per net square foot per day for exhibit space.

Full Hall: minimum \$4,500.00/day maximum \$9,000.00/day

Half Hall: minimum \$3,000.00/day maximum \$6,250.00/day

Clean-up rate for all event classes: Full Hall: \$700.00

Half Hall: \$500.00

EXHIBIT HALLS AS GENERAL SESSION

When exhibit halls are utilized as General Session daily rate. . . \$5,500.00/per day. Rate includes Terracotta vinyl chairs in theater seating for 3,500. Additional equipment available at listed rates. Move-in, move-out or rehearsal days @ ½ Daily Rental Rate (6:00 a.m. - 12:00 midnight), move-in or move-out between 12:00 midnight - 6:00 a.m. is \$100.00 per hour or any portion of an hour, with prior approval from Director of Convention Facilities.

Clean-up rate for all event classes: \$700.00

BALLROOM - A

Class III 6:00 am - 4:00 p.m. \$ 900.00 per day

6:00 am - 12:00 midnight\$1,400.00 per day

Includes table and chair set-up as needed.

Clean-up rate for all event classes when utilized as exhibit space:..... \$ 250.00

Ballroom A Lobby area assigned at no charge, only if Ballroom A is contracted.

BALLROOM - B

Class III	6:00 am - 4:00 p.m.	\$ 800.00
	6:00 am - 12:00 midnight	\$1,200.00

Includes table and chair set-up as needed.

Clean-up rate for all event classes when utilized as exhibit space..... \$ 250.00

Ballroom B Lobby area assigned at no charge, only if Ballroom B is contracted.

BALLROOM C 1-2-3

Class III	6:00 am - 4:00 p.m.	\$1,000.00 each	\$2,800.00 (all)
	6:00 am - 12:00 midnight	\$1,200.00 each	\$3,200.00 (all)

Includes table and chair set-up as needed.

Clean-up rate for all event classes when utilized as exhibit space: \$200.00 each \$500.00 (all)

Ballroom C Pre-function space: single-user foyer space will be assigned. Multiple users will share foyer space.

MEETING ROOMS

Class III	6:00 am - 4:00 p.m.	\$ 300.00 each or \$ 500.00 (both)
	6:00 am - 12:00 midnight	\$ 500.00 each or \$ 700.00 (both)

Clean-up rate when utilized as exhibit space: \$ 125.00 each or \$ 200.00 (all)

VIP Room #004:

Class III	6:00 am - 4:00 p.m.	\$ 150.00
	6:00 am - 12:00 midnight	\$ 250.00

Rehearsal Hall #005:

Class III	6:00 am - 4:00 p.m.	\$ 150.00
	6:00 am - 12:00 midnight	\$ 250.00

Rooms #006 A-B-C-D:

Class III	6:00 am - 4:00 p.m.	\$ 150.00 each or \$ 500.00 (all)
	6:00 am - 12:00 midnight	\$ 250.00 each or \$ 800.00 (all)

Clean-up rate when utilized as exhibit space: \$ 75.00 each or \$ 200.00 (all)

Rooms #007 A-B-C-D:

Class III 6:00 a.m. – 4:00 p.m..... \$ 150.00 each or \$ 500.00 (all)
6:00 a.m. – 12 midnight..... \$ 250.00 each or \$ 800.00 (all)

Clean-up rate when utilized as exhibit space.....\$75.00 each or \$200.00 (all)

Rooms #008 A&B:

Class III 6:00 am - 4:00 p.m. \$ 150.00 each or \$ 300.00 (both)
6:00 am - 12:00 midnight \$ 200.00 each or \$ 400.00 (both)

Clean-up rate when utilized as exhibit space: \$100.00 each

Mission Room #103 A & B:

Class III 6:00 am - 4:00 p.m. \$ 300.00 each or \$ 500.00 (both)
6:00 am - 12:00 midnight \$ 500.00 each or \$ 700.00 (both)

Clean-up rate when utilized as exhibit space: \$ 125.00 each or \$200.00 (both)

Rooms #214 A-B-C-D:

Class III 6:00 am - 4:00 p.m. \$ 200.00 each or \$ 700.00 (all)
6:00 am - 12:00 midnight \$ 300.00 each or \$1,000.00 (all)

Clean-up rate when utilized as exhibit space: \$ 75.00 each or \$ 250.00 (all)

Rooms #217 A-B-C-D:

Class III 6:00 am - 4:00 p.m.\$ 225.00 each or \$ 800.00 (all)
6:00 am - 12:00 midnight \$ 325.00 each or \$1,100.00 (all)

Clean-up rate when utilized as exhibit space: \$ 75.00 each or \$ 250.00 (all)

Executive Assembly: \$500.00 per day for all classes.

SMALL MEETING ROOMS- Package A&B (rates apply to all classes)

002 A, B	003 A, B	\$ 75.00 each	
101 A, B	102 A, B	\$200.00 each	
204 A, B		\$300.00 each	
201		\$200.00	
202 A, B		\$200.00 each	202 A&B \$350.00 both
203 A, B		\$200.00 each	203 A&B \$350.00 both

Clean-up rate for all event classes when utilized as exhibit space: \$200.00

SMALL MEETING ROOMS- Package C&D (rates apply to all classes)

206 A, B 207 A, B	\$100.00 each
208, 209, 211	\$100.00 each
210 A, B 212 A, B	\$150.00 each
213 A, B 216 A, B	\$150.00 each
215, 218	\$200.00 each
205	\$250.00

Clean-up rate for all event classes when utilized as exhibit space: \$200.00

EQUIPMENT CHARGES –

When applicable, i.e. changeover or exhibit use. All rates, unless otherwise specified, are on a per day basis. All equipment is subject to availability; priority for use is always subject to Convention Facilities needs.

Chairs	\$ 0.60 ea.
Rectangular Tables	\$ 5.00 ea.
Oval Tables (5' x 6')	\$ 6.00 ea. (Class III only)
Stage Units (6'x 8')	\$ 20.00 ea.
Risers (4' x 8')	\$ 10.00 ea.
Dance Floor.(24'x 24')	\$ 224.00
Dance Floor (36'x 36')	\$ 504.00
<i>(or \$3.50 per piece depending on requested size).</i>	
Bleachers (Exhibit Hall D only)	
One set of 3 sections	\$ 600.00 per setup/teardown
One set of 4 sections	\$ 800.00 per setup/teardown
Entire set of 10 sections	\$1,700.00 per setup/teardown
Stage Piano: (Municipal Auditorium stage only)	
Class I	\$ 200.00 1st day/ \$150.00 each additional day
Class II & Class III	\$ 200.00 per event
Forklift 1- ton	\$ 65.00 minimum
<i>\$20.00 per hour or any portion of an hour thereafter</i>	
Forklift 2 - ton	\$ 110.00 minimum
<i>\$35.00 per hour or any portion of an hour thereafter</i>	
*Boom Lift	\$ 180.00 minimum
<i>\$60.00 per hour or any portion of an hour thereafter</i>	
*26 foot Scissors Lift	\$ 120.00 minimum
<i>\$40.00 per hour or any portion of an hour thereafter</i>	
*38 foot Scissors Lift	\$ 180.00 minimum
<i>\$60.00 per hour or any portion of an hour thereafter</i>	

*OPERATED BY CONVENTION CENTER STAFF - Staff available by prior arrangement
7:00 a.m. – 11:00 p.m., operator rate is included in rental fee

EQUIPMENT CHARGES, cont'd. –

MICROPHONES:

Basic Microphones	\$25.00 ea.
Premium Wired Microphones	\$35.00 ea.
Wireless Microphone (VHF and UHF) <i>Only Lila Cockrell & Convention Center</i>	\$60.00 ea
Wireless Microphone (VHF and UHF) <i>Only Municipal Auditorium</i>	\$75.00 ea
Enhanced Microphone Package	\$320.00 per event

PLAYBACK/RECORD DEVICES:

Cassette Recorder/Player	\$30.00 ea
Compact Disk Player (Single Disk)	\$40.00 ea.
Compact Disk Player (Dual Disk) <i>Only Lila Cockrell and Municipal Auditorium.</i>	\$40.00 per performance
Dual Stereo Cassette Recorder/Players <i>Only Lila Cockrell and Municipal Auditorium.</i>	\$45.00 ea.
Mini Disc Recorder/Player <i>Only Lila Cockrell and Municipal Auditorium.</i>	\$75.00 ea.
S-VHS Playback	\$75.00 ea.

SOUND MIXERS & CABLE:

Standard Mixers	\$35.00 ea.
8 Channel Mixers (Mackie 1202VLZ)	\$60.00 ea.
12-16 Channel Mixers (Mackie 1604VLZ)	\$90.00 ea.
24-36 Channel Mixers and Monitor Consoles	\$150.00 ea.
Mackie D8B Digital Console	\$300.00
Active Press Box 16 channel (12M/4L)	\$60.00 ea
Mini Snake Box and Fanout (50'-100' 6 or 12 Channels)	\$20.00 per event
Audio Snake Box and Fanout 100' (up to 48 Channels) <i>For use in the Ballroom, Lila and Municipal Auditorium.</i>	\$ 50.00 per event
Bulk XLR 25' microphone cables pack of 15	\$30.00 per pack/per event

SOUND EFFECTS AND SUPPORT PACKAGES:

Reverb/Effect Package (2 stereo effects)	\$75.00 ea.
Exhibit/Booth PA Systems	\$50.00 ea.
Monitor Mix Package I	\$75.00
Monitor Mix Package II	\$100.00
Portable Sound System	\$250.00 ea.
Medium Audio Systems	\$500.00 1st day/\$250.00 ea. Subsequent day
Large Audio Packages	Call for Quote

MUNICIPAL AUDITORIUM & LILA COCKRELL THEATRE SOUND PACKAGES:

Enhanced Sound Package	\$750.00
Mackie D8B Digital Console Only	\$300.00
House Amplification and Speakers Only	\$600.00

EQUIPMENT CHARGES, cont'd. –

AUDIO/RECORDING PATCH FEES: C.C. Only

Recording-Out Patch Fee	\$20.00 per patch/\$400 event max
Audio-In Patch Fee	\$35.00 per patch/\$700 event max
Audio patch cables	\$5.00 per patch/per day

VIDEO PATCH FEES AND EQUIPMENT: C.C. Only

Video Patch/Tie Fee (not Time Warner)	\$15.00 per patch/\$300 event max
Modulators (re-modulate, via in-house)	\$15.00 per channel
Reverse Modulator (via in-house cable)	\$250.00 ea
Satellite Tie-in Fee (from roof pad to central AV)	\$50.00 ea. per patch

VIDEO MESSAGING SYSTEM: C.C. Only

Video Message System (via in-house cable, no TV's)	\$200.00
Video Message System Programming fee	\$100.00
Video Message System Re-Programming Fee	\$50.00 per reprogramming

ACCESSORIES:

Yellow Jacket Cable Ramp Protectors	\$15.00 per section
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LECTERNS & STAGING:

-Additional Meeting Room lecterns	\$35.00
-Additional Oak Ballroom lecterns or used out of Ballrooms	\$70.00

INTERCOM & TRANSLATION:

Intercom	\$20.00 ea.
Wireless Intercom (<i>Lila or Municipal Auditorium only.</i>)	\$30.00 per headset/\$100.00 per base station
Translation Equipment	
Transmitter	\$35 ea.
Receiver Belt Pack with Ear Bud earphones	\$10 ea.

LIGHTING: *Lila or Municipal Auditorium only.*

Extensive Lighting Fee	\$7.00 ea. /\$500max
Spot Lights	\$25.00 ea. per hour/or portion thereof
Moving Lights	\$125.00 ea.

Venue approved person required to run sound, lighting and rigging systems.

SCRIMS & SCREENS:

Scrims and Screens	\$100.00 per event
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Ordinance #99745
10-01-04

LABOR CHARGES:

*Regular time rate applied between 7am-6pm **Mon.-Fri.***

Sound/Light Board Operators: \$25.00 per hour
Municipal, Lila, and Executive Assembly Hall Only

OVERTIME: *Consists of time before 7am and after 6pm Mon.-Fri. and all hours worked on holidays and weekends.*

Henry B. Gonzalez Only (C.C.) \$25.00 per hour
Municipal, Lila, and Executive Assembly Hall Only \$25.00 per hour

Sound/Light Board Operators: \$35.00 per hour
Municipal, Lila, and Executive Assembly Hall Only

SAN ANTONIO CONVENTION FACILITIES RENTAL POLICIES

1. One (1) free move-in or move-out day will be provided for every 2-show days in the exhibit halls with a maximum of three (3) free days. Additional move-in/move-out days will be 1/2 daily rate. Move-in or move-out between 12:00 midnight - 6:00 am is \$100.00 per hour or any portion of an hour, with prior approval by Director of Convention Facilities.
2. On days when Exhibit Hall A is contracted, the Mission Room #103 A&B, River Room #001 A&B, Meeting Rooms #101-102 A&B and Rooms #002-003 A&B are provided at no additional cost if available.
3. On days when 1/2 of Exhibit Hall A is contracted, Meeting Rooms, # 101 A&B, Rooms #002-003 A&B, are provided at no additional cost, if available. The remainder of the Package A Meeting Rooms are provided at 1/2 rate, if available.
4. On days when Exhibit Hall B is contracted, Meeting Rooms #201-204 are provided at no additional cost, if available.
5. On days when 1/2 of Exhibit Hall B is contracted, Meeting Rooms#201-203 are provided at no additional cost, if available. The remainder of the Package B Meeting Rooms are provided at 1/2 rate, if available.
6. On days when Ballroom A is contracted, the Mission Room #103 A&B, River Rooms #001 A&B, Meeting Rooms #101-102 A&B and Rooms #002-003 A&B are provided at 1/2 rate, if available.
7. On days when Ballroom B is contracted, Meeting Rooms #201-204 are provided at 1/2 rate, if available.
8. On days when the Mission Room #103 A&B and River Rooms #001 A&B are contracted at full rate, Meeting Rooms #101-102 A&B and Rooms #002-003 A&B are provided at 1/2 rate, if available.
9. Supplemental meeting rooms VIP Room #004, Rehearsal Hall #005, and Rooms #006-008 are at 1/2 rate with any of the outlined "packages", #2 through #8, if available.
10. Bridge Hall does not qualify as major space.
11. Move-in and move-out for Exhibit Halls, Ballrooms and Meeting Rooms 1/2 daily rental rate.
12. On days when the Lila Cockrell Theatre is contracted, the VIP Room #004, Rehearsal Hall #005, and Rooms #006-008 will be provided at 1/2 rate, if available.
13. On days when Exhibit Hall C is contracted, Meeting Rooms #205-215 are provided at no additional cost, if available.
14. On days when 1/2 of the Exhibit Hall C is contracted, six (6) designated Meeting Rooms (#205-209 and 211) are provided at no additional cost, if available. The remainder of the Meeting Rooms are provided at 1/2 rate, if available.

15. On days when the Exhibit Hall D is contracted, Meeting Rooms #216-218 are provided at no additional cost, if available.
16. On days when 1/2 of the Exhibit Hall D is contracted, Meeting Rooms #216 and #218 are provided at no charge, if available. Room #217 is at provided at 1/2 rate, if available.
17. On days when the (Entire) Ballroom C 1-3 is contracted, Meeting Rooms #205-215 are provided at 1/2 rate, if available.
18. Supplemental Meeting Rooms VIP Room #004, Rehearsal Hall #005, and #006-008, are @ 1/2 rate with any of the outlined “packages”, #12 through #16, if available.
19. Move-in and move-out for Ballrooms and Meeting Rooms 1/2 daily rental rate.
20. On days when space is contracted but not used - 1/2 full daily rental rate will be charged.
21. A “rental day” is defined by the San Antonio Convention Facilities as beginning at 6:00 am and ending 12:00 midnight. Additional charges of \$300.00 per hour or any portion of an hour on events going past 12:00 midnight, with prior approval by Director of Convention Facilities. All events must end by 2:00 am.
22. A house technician is available during normal working hours, Monday - Friday, 7:00 am to 6:00 p.m., at no charge to Licensee. Beyond that, the client is responsible for arranging for the house technician(s) for nights, weekends, and holidays by calling the stage manager at (210) 207-8564. **Any time house sound is utilized; a Convention Facilities house technician is mandatory.** The cost for house technician is \$25.00 per hour; this cost will be reflected on the final invoice to Licensee.
23. Normal existing electricity, water, natural gas and compressed air are available at no charge. However, lessee is responsible for hiring an approved contractor for electrical hook-ups.
24. Rental includes normal heating or air-conditioning during scheduled event hours excluding move-in or move-out times. Special heating, ventilation, and air conditioning services can be arranged at additional cost.
25. The Convention Facilities Director may, with the approval of the City Manager, establish rates and charges for rentals and services not specifically outlined when it is determined such action is in the best interest of the City.
26. When major space such as exhibit halls and/or ballrooms are contracted, if available, additional ballroom space for catered meal functions will be provided at no additional cost, (exclusive of continental breakfasts, receptions, buffets, and box lunches), if guarantee equals fifty percent or more of banquet seating capacity. This includes tables and chairs. If risers are required, upon availability, they are charged at current equipment rates.
27. Lessor does not furnish stagehands, ushers, ticket-takers or security personnel or other needed personnel. Operators for technical assistance may be required in various areas of the facility based on program content and technical requirements. Needed personnel will take directions from the Convention Facilities Director or his representative.

28. On days when Exhibit Halls are contracted for general session usage rental rate includes theatre seating for 3,500 people. Additional equipment is available at current listed rates. Move-in, move-out or rehearsal days will be at ½ daily rental rate.
29. The Convention Facilities Booking Division is responsible for all reservations and contracting of events within an 18 month period. Beyond 18 months, the San Antonio Convention and Visitors Bureau coordinates all Convention Center reservations with the approval of the Convention Facilities Director or Booking and Services Manager.
30. Tentative reservations will be guaranteed to within 30 days of the event dates. Tentative holds on dates requested within 30 days of the event date will be held only 48 hours without a deposit.
31. All space and equipment as outlined in the above mentioned “packages” are subject to availability. No substitutes.
32. Whenever applicable the Convention Facilities exclusive service providers for the box office, utility services, catering, concessions, novelties & souvenirs, telecommunications, security, and business center will be used.
33. The Entrance Lobby, Park View, and Tower View are ALWAYS subject to public access.
34. *** Rental of Meeting Rooms**
 - A. Meeting rooms come with one free set-up per day. Additional set-ups or changeovers within the same day are charged at equipment rates.
 - B. Head table risers are also included in the initial set-up in the meeting rooms at no additional charge. Some skirting of head tables and risers is also included, upon availability of materials. (Skirting only, no linen toppers provided, only one color.)
 - C. One wired-microphone per meeting room is provided at no charge by the San Antonio Convention Facilities, depending on availability. Additional wired-microphones if available, are charged at current equipment rates.
 - D. Water service, as requested by the Licensee, is provided by the Convention Center in all meeting rooms (not to include the Gallery, Entrance Lobby, Exhibit Halls, Ballrooms or Theatre) for attendees. In addition, water service as requested by the Licensee for head tables and conference tables throughout the facility is provided by the Convention Center. This water service is freshened throughout the day.
35. ***Rental of Ballrooms A & B**
 - A. One wired-microphone is provided at no charge by the San Antonio Convention Facilities, depending upon availability. Additional wired-microphones if available, are charged at current equipment rates.
 - B. Ice water at the head table is provided at no charge by the San Antonio Convention Facilities. This is freshened throughout the day as needed.

For Classes I & II Only:

- C. Rental of Ballrooms include theater seating for Ballroom A 2,000 or banquet seating for 1,500, for Ballroom B 1,800 or banquet seating for 1,000, using 8' rectangular tables. Additional chairs are \$0.60 each and additional 8' rectangular tables are \$5.00 each.
- D. Rental of Ballrooms for consumer trade shows does not include the set-up or use of any San Antonio Convention Facilities equipment, other than tables and chairs needed for food service.
- E. Oval tables are \$6.00 each, but require the approval of the Convention Facilities Director.

36. * Rental of Ballroom C 1-3

- A. One wired-microphone is provided at no charge by the San Antonio Convention Facilities, depending upon availability. Additional wired-microphones if available, are charged at current equipment rates.
- B. Ice water at the head table is provided at no charge by the San Antonio Convention Facilities. This is freshened throughout the day as needed.

For Classes I & II Only:

- C. Rental of Ballroom C 1-3 includes theater seating for 3,000 or banquet seating for 1,500 using 8' rectangular tables. Additional chairs are \$.30 each and additional 8' rectangular tables are \$5.00 each.
- D. Rental of Ballroom C 1-3 for consumer trade shows does not include the set-up or use of any San Antonio Convention Facilities equipment, other than tables and chairs needed for food service.
- E. Oval tables are \$6.00 each, but require the approval of the Convention Facilities Director.

37. * Rental of Exhibit Halls A, B, BRIDGE HALL, C, AND D

- A. Rental includes one (1) paging wired-microphone and normal air conditioning or heating excluding move-in and move-out times.
- B. Rental does not include the set-up or use of any Convention Center equipment, other than tables and chairs needed for food service.

- C. Move-in and move-out days: One free day for 2-3 show days; two free days for 4-5 show days; three free days for 6-7 show days. Maximum three free days. All free days are subject to availability. \$100.00 per hour or any portion of an hour for access between 12 midnight - 6:00 am.

Public Areas

- D. Ballroom A & B Lobbies, Entrance Lobby, Park View, Tower View and Ballroom C pre-function areas are designated as public space and are subject to public access.

38. * Rental of Lila Cockrell Theatre

- A. Normal housekeeping services are provided excluding the property of others. Rental includes normal air conditioning or heating, excluding move-in and move-out times.
- B. Rental **does not** include additional stagehands, sound technicians, spotlight operators, security, ushers or other needed personnel. Licensee must make necessary arrangements to employ such staff as approved by the Convention Facilities Director or his staff representative. Needed personnel will take directions from the Convention Facilities Director or his representative.
- C. There is a \$750.00 charge to remove/restore the Orchestra Pit.
- D. Three **wired**-microphones are provided at no charge depending on availability.
- E. Performance/Rehearsals with audience: Additional clean-up fee (\$300.00-\$500.00) to be determined by Convention Facilities Director or Staff Representative, if tenant allows prohibited food/drink in the main house.
- F. A house technician is available during normal working hours, Monday - Friday, 7:00 a.m. to 6:00 p.m., at no charge to licensee. Beyond that, the client is responsible for arranging for the house technician(s) for nights, weekends, and holidays by calling the stage manager at (210) 207-8564. **Any time theatre is open such as for performance move-in/move-out and or rehearsals, a Convention Facilities house technician's presence is mandatory.** The cost for the house technician is \$25.00 per hour; this cost will be reflected on the final invoice to Licensee.
- G. All events held in the Lila Cockrell Theatre that are open to the public are required to use reserved tickets, unless otherwise specified in writing by the Convention Facilities Director. Arrangements for ticketing will be made only through the approved vendor as determined by the Convention Facilities Director.
- H. The Green Room is to be held exclusive to VIP and main performers. Production offices and crews are prohibited. If damages or loss occur to the room, licensee will be responsible.

39. * Rental of Municipal Auditorium

- A. Normal housekeeping services are provided excluding the property of others. Rental includes normal air conditioning or heating, excluding move-in and move-out times.
- B. Rental for the Municipal Auditorium is based on fees, which include janitorial services, heating and air conditioning, normal lighting and water services. There will be a charge for greater than normal clean up, and any damages to the Auditorium premises or equipment.
- C. A house technician is available during normal working hours, Monday - Friday, 7:00 a.m. to 6:00 p.m., at no charge to licensee. Beyond that, the client is responsible for arranging for the house technician(s) for nights, weekends, and holidays by calling the stage manager at (210) 207-8564. **Any time Auditorium is open such as for performance move-in/move-out and or rehearsals, a Convention Facilities house technician's presence is mandatory.** The cost for the house technician is \$25.00 per hour; this cost will be reflected on the final invoice to Licensee.
- D. Rental does not include any special requirements such as lighting, sound, ushers, ticket-takers, security, box office, firemen, stagehands, spotlight operators, license fees, or other needed personnel. Licensee must make necessary arrangements to employ such staff as approved by the Convention Facilities Director or his staff representative. Needed personnel will take directions from the Municipal Auditorium Manager or his representative.
- E. All events held in the Municipal Auditorium that are open to the public will be required to use reserved tickets, unless otherwise specified in writing by the Convention Facilities Director. Arrangements for ticketing will be made only through the approved vendor, as determined by the Convention Facilities Director.
- F. Performance/Rehearsals with audience: Additional clean-up fee (\$300.00-\$500.00) to be determined by Convention Facilities Director or assignee, if tenant allows prohibited food/drink in the main house.
- G. On days when space is contracted but not used - ½ full daily rental rate will be charged.
- H. Normal existing electricity is available at no charge. However, Lessee is responsible for hiring an approved contractor for electrical hook-ups.
- I. Meeting rooms come with one free set-up per day. Additional set-ups or changeovers within the same day are charged at equipment rates.
- J. Proms, Debuts, Christmas Parties, Wedding Dances or Receptions and Private Parties may move-in at 10:00 a.m. the day of the event. Should the reception be held at noon, then arrangements can be made to move-in at an earlier hour.
- K. Three wired-microphones are provided on the stage at no charge depending on availability. Additional wired-microphones, if available, are charge at current equipment rates.

- L.** The Green Room is to be held exclusive to VIP and main performers. Production offices and crews are prohibited. If damages or loss occur to the room, Licensee will be responsible.
- M.** A minimum of 24-hour notice is necessary should Licensee require the orchestra pit level to be adjusted to a height different from its existing position and a fee of \$200.00 will be added to the rental charges. Same day request will be charged \$300.00.
- N.** For public events where tickets are sold, additional \$3,000.00 damage deposit is required to guarantee payment for any damages to the premises, or the exhibition of entertainment not allowed by contract.
- O.** Removal of chairs on main floor with turnaround is \$750.00
- P.** The Licensee of the Municipal Auditorium must use a catering organization from the approved list of caterers.
- Q.** The Convention Facilities Booking Division is responsible for reservations and contracting of events. Tentative bookings will only be guaranteed to within 30 days of the event date. Tentative holds on dates requested within 30 days of the event date will only be held 48 hours. The lower level, if available, can be provided at no charge to any lessee of the Auditorium, but must be requested at the time the reservation is made.